

To apply for a Social Security number and card, you need to complete Form SS-5 which is available for download [here](#) . Or you can obtain Form SS-5 by calling 1-800-772-1213 or visiting your local Social Security office. These services are free.

You will also need to submit at least two documents as evidence of your age, identity, and U.S. citizenship or lawful alien status.

Age: We prefer to see your birth certificate. However, we can accept other documents, such as a religious record made before you were 3 months old. If you were born outside the U.S., we can accept your passport.

Identity: We must see a document in the name you want shown on the card. The identity document must be of recent issuance so that we can determine your continued existence. We prefer to see a document with a photograph. However, we can generally accept a non-photo identity document if it has enough information to identify you (e.g., your name as well as your age, date of birth, or parents' names). We cannot accept a birth certificate or hospital birth record as evidence of identity. Some documents that we can accept as proof of identity are:

Driver's license; Marriage or divorce record; Military records; Employer ID card; Adoption record; Life insurance policy; Passport Health Insurance card (not a Medicare card); School ID

card

U.S. Citizenship: We can accept most documents that show you were born in the U.S. If you are a U.S. citizen born outside the U.S., show us a U.S. consular report of birth, a

U.S. passport, a Certificate of Citizenship, or a Certificate of Naturalization.

Alien Status: We need to see an unexpired document issued to you by the U.S. Immigration and Naturalization Service (INS), such as Form I-551, I-94, I-688B, or I-766. We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card if you are lawfully here and need the number for a valid nonwork reason. Your card will be marked to show you cannot work. If you do work, we will notify INS.

Effective March 1, 2002, the Social Security Administration will no longer assign Social Security Numbers when the sole reason for needing an SSN is to comply with a State statute that requires an SSN for issuance of a driver's license.

SSA will continue to issue SSNs to aliens who are not otherwise eligible for SSNs for the following nonwork purposes:

- a Federal statute or regulation requires that the alien provide his/her SSN to get the particular benefit or service; or
- a State or local law requires the alien to provide his/her SSN to get general assistance benefits to which the alien has established entitlement.

If you don't have permission to work, but still need a number for one of the reasons mentioned above, you must provide a statement on letterhead stationery from the government agency that is requiring you to provide an SSN. The letter must:

- specifically identify you as the applicant;
- cite the law requiring you to have a Social Security number; and
- indicate that you meet all the agency's requirements to get the benefit or service except for having an SSN.

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies of documents. We need original documents or copies certified by the custodian of the record. Notarized copies are also not acceptable.

Mail or bring the application and evidence in person to your local Social Security office. You can find that office [here](#) . Your documents will be returned to you.

How do I obtain a Social Security number?

November 28, 2006

You should receive your card within two weeks of the date we have all the information we need to process your request. If you have not received your card within this time frame, contact the Social Security office where you filed the application and they will investigate to see why it is being delayed.